

**DIN: 6010-1-01**

**Title of Policy: Access to Campus Facilities**

**Policy**

The Northwest Technical College campus building is open from 6:45 a.m. to 10:00 p.m. Monday through Friday for access by faculty, staff, learners and visitors to the campus; at all other times, the building is locked and the security system is activated. Access to the building at other hours is limited to those holding college-issued keys and security codes or through pre-arrangement with the Facilities Services Supervisor for activities approved by the Provost or Dean or designee. Keys and security codes are issued from the Office of the Provost.

**Purpose**

The purpose of this policy is to inform the campus community with relation to building accessibility and security.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Facilities Services Supervisor	Ensure that the building is locked and the security system is set at times other than posted open hours. Provide building access at other times only for activities/ individuals approved by the Provost, Dean or designee.
Provost or designee	Issue building keys and codes. Approve activities hosted outside of normal, posted building hours.

**Supporting References**

Listed below are college document(s) that support this policy:  
(List any college documents that support this policy.)

**Compliance References:**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 02/12/08 3:53 PM
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